



General Information and Instruction for Licensed Legal Intern Application

1. This is the application for admission to limited practice as a licensed legal intern in the State of Washington under APR 9. **Read Rule 9 and the entire application carefully.** Answer each question completely to avoid possible delay in processing and approving of this application. Keep a copy of all materials filed with the WSBA for your records.
2. The responsibility of full disclosure rests entirely upon the applicant. Failure to fully disclose as requested in this application may be considered a reflection on the applicant's moral character and may itself result in denial of the license. There cannot be too much disclosure. See APR 21-24 for more information. The supervising lawyer may be asked to review the completed application and acknowledge that he or she is aware of any disclosures.
3. Two (2) completed applications are to be filed; one must be a complete original and one may be a photocopy. All signatures on the original must be in the individual's own handwriting; faxes or photocopies are not acceptable. Incomplete applications will delay licensure. **Do not include these instructions. Do not print double-sided pages.**
4. Applications must be accompanied by a \$50 processing and administration fee. Applicants who will be practicing solely in the course of enrollment in a law school clinical education program that provides free legal services for low-income clients are not required to pay the \$50 fee during the period of enrollment. Applicants must advise the WSBA in writing when that enrollment terminates and pay the \$50 fee at the time they apply to continue the limited license to practice as a Rule 9 licensed legal intern with a non-clinic supervisor.
5. A student may submit an application for a legal intern license up to 4 weeks prior to completing the required course of study and the start of their supervision if, at the time of submission, he/she is duly enrolled and in good standing at an approved law school, will have satisfied APR 9(b)(i) by the end of the current school term (quarter or semester), and has the approval of the law school dean or the dean's designee. Should the applicant fail to complete said courses, the applicant is not eligible for Rule 9. The student must meet all the requirements for Rule 9 before a license can be issued. Therefore the student will not be licensed as an intern until the term is completed and all other requirements are met.
6. The WSBA reviews the application and, when appropriate, sends a recommendation for issuance of the license to the Supreme Court. The Supreme Court shall issue or refuse to issue the limited license of a licensed legal intern. The Supreme Court's decision will be forwarded to the WSBA, and the applicant will be informed of the Supreme Court's decision. Written confirmation of licensure will be mailed to the licensed legal intern, in care of the supervisor, at the supervisor's business address on record with WSBA. **YOU CANNOT ACT AS A RULE 9 LICENSED LEGAL INTERN UNTIL YOU RECEIVE YOUR RULE 9 CARD.**
7. A limited license as a licensed legal intern shall be valid, unless revoked, for a period of not more than 30 consecutive months, provided that a person shall not serve as a legal intern more than 18 months after graduation from law school. In other words: up to 30 months, but not more than 18 months after graduation, whichever is shorter. You may change, add or update the supervision end date of the supervisor if it is within the license period. There is no extension of the license period.
8. An intern shall immediately cease performing any services under this rule and shall cease holding himself or herself out as a legal intern (i) upon termination for any reason of the intern's limited license under this rule; or (ii) upon the resignation of the intern's supervising lawyer; or (iii) upon the suspension or termination by the Board of Governors of the supervising lawyer's status as supervising lawyer; or (iv) upon the withdrawal of approval of the intern pursuant to this rule.
9. Approval as a licensed legal intern does not automatically secure eligibility to sit for any given Washington State Bar Examination (See Bar Exam and Admissions information on www.wsba.org). **A legal intern has an ongoing obligation to update the WSBA with any information which may change the answers he or she submitted on this application.**
10. It is the applicant's and supervising lawyer's responsibility to be familiar with the obligations and restrictions contained in APR 9.
11. Mail two completed applications and the required fee to:

Washington State Bar Association
Attn: Admissions
1325 4th Ave., Suite 600
Seattle, WA 98101-2539



WSBA

Application for License for Limited Practice as a Licensed Legal Intern Under APR 9 in the State of Washington

To the Supreme Court of the State of Washington and the Board of Governors of the Washington State Bar Association: I hereby apply for a limited license to practice law in the State of Washington as a Licensed Legal Intern under Rule 9 of the Admission and Practice Rules.

PLEASE PRINT CLEARLY OR TYPE.

Full Legal Name: _____

Home Address: _____

City, State Zip: _____

Telephone: _____ Email: _____

Date of Birth: _____ Social Security No. _____

Law School: _____

Please Check One:

- I have completed not less than two-thirds of a prescribed three-year course of study or five-eighths of a prescribed four-year course of study at the above named law school; or
I will have completed not less than two-thirds of a prescribed three-year course of study or five-eighths of a prescribed four-year course of study by the end of the current school term, and I have the approval of the law school dean or dean's designee to apply at this time; or
I am an enrolled APR 6 law clerk and have completed not less than five-eighths of the prescribed four-year course of study; or
I graduated from the above named law school on _____ The application must be submitted no more than 9 months after graduation.

Proposed Lawyer Supervisor(s):

Name: _____ Bar No.: _____

(Name: _____ Bar No.: _____)

An intern is permitted up to two supervisors from different offices. Each supervisor from a different office must submit a declaration. Supervisors from the same office are not required to be listed on the intern's ID card.

For Office Use Only Prod. Code: INTERN_APPL 4013 Rule 9/Legal Intern Fees -- 42270 -- RSD Date: _____ Check No. _____ Amount: \$ _____



Answer all of the following questions. Attach additional sheets if necessary. Circle One

- A. Have you been licensed previously under APR 9?
If yes and you are changing your supervisor, use Change of Supervision form. Yes No
- B. Have you ever applied for or taken a bar examination in this or any other state or territory of the United States or District of Columbia? *If yes, attach a separate sheet detailing when, where, and your results.* Yes No
- C. Have you ever been admitted to practice law in the United States or any other country? *If yes, attach a separate sheet detailing when and where you were admitted. Include limited licenses such as legal intern licenses.* Yes No
- D. Have you ever been cited, arrested, charged or convicted for a violation of any law including minor traffic violations? *If yes, list all incidents on a separate sheet. For all matters, describe the full circumstances surrounding the incident including date; place; nature of the citation, arrest, charge or conviction; enforcement agency involved; any courts involved; file number; and the disposition including dismissal, acquittal, sentences, fines, probation, etc. It is your responsibility to provide full details, explanation and relevant documentation. Do not include parking tickets.* Yes No
- E. Have you ever been charged with fraud, deceit, misrepresentation or forgery in any civil, criminal, administrative or other proceeding? *If yes, give full details, on a separate sheet, accompanied with appropriate documentation including a copy of the charging instrument and any docket sheet.* Yes No
- F. Have you ever been named party to any civil action, including family law matters? *If yes, give full details, on a separate sheet, accompanied with appropriate documentation including a copy of any complaint or similar instrument or any order of judgment, as well as any docket sheet.* Yes No
- G. Have you ever been disciplined, dropped, suspended, placed on probation of any kind, or expelled from any university or college? *If yes, give full details, on a separate sheet, accompanied with any official documentation from the university or college discussing the matter.* Yes No
- H. Have you ever been a member of the armed forces of the United States, its reserve components, or the National Guard?
If yes, give full details on a separate sheet, including the nature and date of your discharge, the length of time served, and any instances of official discipline. Yes No
- I. Have you read APR 9 and the Washington Rules of Professional Conduct and do you agree to abide by them? Yes No



I, _____, hereby certify as follows:

1. I am the above named applicant;
2. I am making this application for the purposes of securing a limited license to practice law in the State of Washington as a Licensed Legal Intern under Rule 9 of the Admission and Practice Rules;
3. I have read the foregoing application and the statements therein contained are full, true and correct; and
4. I have read and agree to comply with all provisions of Rule 9 of the Admission and Practice Rules and to furnish such information and reports regarding my practice as a legal intern as may be prescribed by the Board of Governors of the Washington State Bar Association.
5. [*Check one:*]
 - I enclose the \$50 processing and administration fee; or
 - I will be practicing as a Rule 9 Licensed Legal Intern solely in the course of my enrollment in a law school clinical education program that provides free legal services for low income clients. I will advise the WSBA when my enrollment terminates and pay the \$50 fee to continue my limited license to practice law as a Rule 9 Licensed Legal Intern with a new supervisor.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing information is complete, true and correct.

Dated this _____ day of _____, 20____,

at _____
City, State where signed

Signature of Applicant



WSBA

DECLARATION OF SUPERVISING LAWYER

I, _____, Bar No. _____, hereby certify as follows:

- (1) I am an active member in good standing of the Washington State Bar Association and have not been subject to discipline as described in APR 9(c)(2).
- (2) I have been engaged in the active practice of law for at least 3 years, having been admitted to practice in the State of Washington in the year _____. (If admitted in Washington for fewer than 36 months, provide a certificate from the other state bar to which you belong attesting to your admission date, continuous active status (at least prior to admission in Washington) and current good standing.)
- (3) I am presently engaged in the active practice of law with:

_____ with offices at
Name of Firm or Organization

_____ Mailing Address

The Licensed Legal Intern will be notified of the license effective date and legal intern ID number by letter to your office at the address on file with the WSBA.

- (4) I agree to act as the supervising lawyer for:

_____ from Mo. ____ Day ____ Yr ____ until Mo. ____ Day ____ Yr ____ and will furnish such information and reports regarding the intern's practice as may be prescribed by the Board of Governors of the Washington State Bar Association.

- (5) I will faithfully supervise and direct the intern's practice and will comply with all provisions of Rule 9 of the Admission and Practice Rules and will be responsible for the intern's conduct. I understand that providing adequate supervision is the ethical duty of a supervising lawyer and that failure to do so may be grounds for discipline.
- (6) This _____ is/ _____ is not a law school clinical education program that provides free legal services for low income clients.
- (7) Not including this intern, the number of interns I am currently supervising is _____. (No supervising lawyer shall supervise more than one legal intern at a time, except as provided for under APR 9(f)(vi)(b) and (c)). *You must notify the WSBA in writing if your supervision of the intern ends prior to the date stated on your declaration.*
- (8) If the intern is also supervised by a lawyer from another office, I have contacted the other lawyer and we have determined that such concurrent supervision will not create a conflict of interest for the Licensed Legal Intern.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing information is complete, true and correct.

Dated _____, in _____ City/State _____ Supervisor's Signature



Certificate from Law School for Admission to Limited Practice as a Licensed Legal Intern in the State of Washington under Rule 9 of the Admission and Practice Rules.

It is the responsibility of the law school dean or the person designated by the dean to certify that the applicant is qualified to apply for admission to practice by being enrolled, in good academic standing and has completed the requisite amount of legal studies. The dean/designee shall notify the Bar Association if the student ceases to be duly enrolled as a student prior to graduation or ceases to be in good academic standing.

This is to certify that I, _____, am the _____ of _____ in the State/Commonwealth of _____ and that _____ has regularly studied law in said school, and

Please check one for:

Enrolled Law School Students

This applicant has completed *not less than two-thirds of a prescribed three-year course of study OR five-eighths of a prescribed four-year course of study* at an ABA-approved law school, is enrolled and in good academic standing. I hereby approve the application of the applicant for a limited license as a legal intern under Rule 9 of the Admission and Practice Rules in the State of Washington;

OR

This applicant will have completed *not less than two-thirds of a prescribed three-year course of study OR five-eighths of a prescribed four-year course of study* by _____ (mm/dd/yyyy), the end of the current school term at an ABA-approved law school, is enrolled and in good academic standing. I hereby approve the application of the applicant for a limited license as a legal intern under Rule 9 of the Admission and Practice Rules in the State of Washington. The license cannot be issued before the date listed. The law school will promptly notify the WSBA should the applicant fail to successfully complete said courses;

Law School Graduates

This applicant has completed a Juris Doctor (J.D.) from this school as evidenced by a diploma issued to the applicant on _____ (mm/dd/yyyy);

This applicant has completed an LL.M. from this school that meets the requirements of APR 3(b)(v) as evidenced by a diploma issued to the applicant on _____ (mm/dd/yyyy);

Enrolled APR 6 Law Clerks

This applicant is an enrolled APR 6 law clerk and has completed not less than five-eighths of the prescribed four-year course of study (*law clerks should submit this page blank with your completed application to be certified by WSBA staff*);

I certify under penalty of perjury under the laws of the State of Washington that the foregoing information is complete, true and correct.

Dated this ____ day of _____, 20____, in _____
City, State where signed

Signature of School Official

Contact Washington State Bar Association Admissions for more information if needed: 800-945-WSBA



WSBA

AUTHORIZATION AND RELEASE

I, _____, _____, born at _____,
Name Social Security # City

_____ on _____
State Birthdate

having filed an application for a limited license to the Washington State Bar Association under APR 9, hereby consent to have an investigation made as to my moral character, professional reputation, and fitness for the practice of law and to have such information as may be received reported to the admitting authority. I agree to give any further information which may be required in reference to my past record. I understand that I will not receive and am not entitled to a copy of the report or to know its contents, and I further understand that the contents of any such report are privileged.

I also authorize and request every person, firm, company, corporation, governmental agency, court, association, or institution having control of any documents, record, and other information pertaining to me, to furnish to the Washington State Bar Association any such information, including documents; records; bar association files regarding charges or complaints filed against me, formal or informal, pending or closed; or any other pertinent data, and to permit the Washington State Bar Association or any of its agents or representatives to inspect and make copies of such documents, records, and other information.

I hereby request and authorize the Department of the _____ to furnish to the
(Army, Navy, Air Force)
Washington State Bar Association the record of each period of my service therein, and to furnish the character of service rendered for each period. My serial number was _____.

I hereby release, discharge, exonerate the Washington State Bar Association, its agents and representatives, and any person so furnishing information from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records, and other information, or the investigation made by the Washington State Bar Association.

I have read the foregoing document and have answered all questions fully and frankly. The answers are complete and are true of my own knowledge.

Dated this _____ day of _____, 20____,

at _____.

City, State where signed

Signature of Applicant